

MFT Experience Calculator Instructions

Introduction

The Board of Behavioral Sciences created the Marriage and Family Therapist (MFT) Experience Calculator to assist MFT Trainees and Interns in organizing and documenting their required supervised experience. The calculator uses a Microsoft Excel spreadsheet. The user does not need proficiency in Excel to use the Experience Calculator.

How the MFT Experience Calculator Works

The Experience Calculator provides you with a variety of information relating to your hours of experience through the use of mathematical formulas and spreadsheets. You only need to input values in the appropriate cells and worksheets to begin using the calculator. Cells containing formulas are protected and should not be altered. Altering the formulas compromises the integrity of the information provided.

- **Worksheets-** Worksheets are located along the bottom of the window. The user can move from worksheet to worksheet by selecting the appropriate tab. Worksheets are identified as “MFT Exp Brkdown,” “Setting 1-7,” and “Exp Ver 1-7.”
- **Cells-** Worksheets are made up of cells. Cells can be used for entering data and computing formulas. Cells that perform computations are locked. Unlocking the cells and altering formulas can result in erroneous information.

How to Enter Information and Use the Calculator

1. Open the MFT Experience Calculator program and select “Setting 1” from the tabs along the bottom of the window (The Experience Calculator allows you to enter information from up to seven different work settings).
2. Begin by entering your supervisor and employer’s name in the appropriate cells. Next, indicate the range of dates from which the experience is being claimed.
3. Enter in your experience and supervision in the appropriate cells. **Do not** combine “Trainee/Practicum” and “Intern/Post-Degree” on one setting worksheet.
4. Repeat steps 2 and 3 until you have all work settings and experience documented on the worksheets.
5. Select the worksheet titled “MFT Exp Brkdown” to obtain an aggregate breakdown of your experience gained across all settings. This worksheet provides you with an estimation of how close you are to completing your required supervised experience. The “MFT Exp Brkdown” worksheet also allows you to enter any personal psychotherapy that you may have received.

MFT Experience Verification Form Compatibility

One feature of the Experience Calculator enables the user to print up MFT Experience Verification forms with experience and supervision information pre-entered on the form based on the values entered on the corresponding setting worksheet. For example, to obtain the MFT Experience Verification form linked with the information you entered in “Setting 1,” select “Exp Ver1” from the worksheets along the bottom of the window.

1. Once you have completed your experience in a particular work setting or with a particular supervisor, review your setting worksheet for completion and select the

corresponding MFT Experience Verification form worksheet (titled “Exp Ver1-7”) across the bottom of the window.

2. Enter the requested information on this worksheet form and review the form for completeness.
3. Print the form, have your supervisor review and sign it, and use it to document your hours of experience when you are ready to apply for licensure.

Suggestions

The MFT Experience Calculator is useful to both new MFT Trainees and MFT Interns close to finishing their required supervised experience. Here are several suggestions to make the calculator more useful to you:

- Use your *Weekly Summary of Hours of Experience* forms as a reference to enter data on the worksheets.
- If you find what you think to be an error in calculations, carefully review the data you entered for accuracy. Also ensure you were complying with the required direct counseling to supervision ratio.
- The MFT Experience Verification form worksheets require you to enter supplemental information. Be sure to complete the form, and remember that you will send these forms to the Board with your application for licensure.

Assumptions and Disclaimer

The experience calculator assumes that all experience entered on the worksheet is accurate and qualifies under statute or regulation. Any experience that does not meet the requirements set forth in statute will be disqualified.

DISCLAIMER: THIS CALCULATOR IS PROVIDED SOLELY AS A RESOURCE TO ASSIST APPLICANTS IN APPROXIMATING COMPLETION OF THEIR SUPERVISED EXPERIENCE REQUIREMENTS. THIS CALCULATOR DOES NOT CERTIFY COMPLETION OF REQUIREMENTS. ONLY BOARD STAFF EVALUATES MFT APPLICATIONS TO DETERMINE APPLICANT COMPLIANCE WITH LICENSING REQUIREMENTS. THIS CALCULATOR DOES NOT GUARANTEE APPLICATION APPROVAL.